

SECRET

REPORTS INVENTORY						CONTROL NO.											
PREPARE IN DUPLICATE						DDS/OTR/ISS - 25											
1. TITLE OF REPORT (If a fill-in report include Form No.) Funds Expended for book purchases						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> STATISTICAL</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NARRATIVE</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> MACHINE-NAME LISTING</td> </tr> </table>		<input type="checkbox"/> STATISTICAL	<input checked="" type="checkbox"/> NARRATIVE	<input type="checkbox"/> MACHINE-NAME LISTING							
<input type="checkbox"/> STATISTICAL																	
<input checked="" type="checkbox"/> NARRATIVE																	
<input type="checkbox"/> MACHINE-NAME LISTING																	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)											
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly				6. DISTRIBUTION (No. of components not number of copies) 1											
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> YES</td> <td style="width: 50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>				<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT At request of EA/OTR							
<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.																
<input checked="" type="checkbox"/> NO																	
10. PREPARING COMPONENT (include lowest level contributing information to report) Branch of ISS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 5 (All OTR Components)													
12. COST FACTORS																	
A. MANUAL PREPARATION AND REVIEW COSTS																	
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR										
11	6.50		.5		3.25		4 13.00										
B. COSTS OF COMPUTER PRODUCED REPORTS																	
TOTAL COSTS PER YEAR						\$13.00											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To maintain a current record of funds expended for book purchases.																	
14. FUTURE GOALS																	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input checked="" type="checkbox"/> RETAIN AS IS</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> OTHER (explain)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> CHANGE</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> DISCONTINUE</td> <td></td> </tr> </table>						<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">MAN-HOURS</td> <td style="width: 50%; text-align: center;">DOLLARS</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0\$STAT</td> </tr> </table>		MAN-HOURS	DOLLARS	0	0\$STAT
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)																
<input type="checkbox"/> CHANGE																	
<input type="checkbox"/> DISCONTINUE																	
MAN-HOURS	DOLLARS																
0	0\$STAT																
16. DATE OF INVENTORY 9 OCT 1970						18. EXTENSION Chief, Library Services Branch, ISS											